



Human Resources

DATE POSTED: August 19, 2005

REQ. # 05-189

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **08-19-2005** TO **08-25-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
AGRICULTURE
POSITION AVAILABLE
FAMILY & CONSUMER SCIENCES AGENT/ ASSISTANT DIRECTOR
OF OPENINGS
1
STARTING SALARY
\$46,232.99 / year
COMMENTS
Driving Position This position is a St. Lucie County / University of Florida position and any applicant needs to complete both applications. Uof F applications can be found at: http://personnel.ifas.ufl.edu/howtoapply.htm
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 767

PAY GRADE: 23

SALARY: \$46,232.99 – \$73,462.90

FAMILY & CONSUMER SCIENCES AGENT/ASSISTANT EXTENSION DIRECTOR

MAJOR FUNCTION: Develop and implement an Extension education program in the various Family and Consumer Sciences subject matter with a focus on financial management for family, personal and business finance situations. Provide support to the County Extension Director by assisting with the daily operational management of the department, budgeting and reporting.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: The successful candidate will have excellent communication, facilitation and computer skills. Knowledge of personal finance, money management techniques and business systems. Basic knowledge of assigned family and consumer sciences areas. Knowledge of county departmental operations and an understanding of the department's role within the overall county structure. **Abilities:** Ability to work with an Advisory Committee to help develop, implement, and evaluate an educational program to adults and youth. Methods will include community teaching, training the trainers, electronic web-based communications, and facilitating consensus-building. Ability to work with a variety of culturally diverse audiences of various age groups. Ability to supervise and work cooperatively with other Extension staff in a total Extension program effort as a team. Ability to develop an overall departmental budget. Ability to manage grant requests, accounting and reporting. Ability to work flexible hours and perform occasional work-related travel, sometimes involving overnight stays.

ESSENTIAL JOB FUNCTIONS: Enable people to develop skills to better manage their personal and business finance. This person will work closely with the County Extension Director, County administration, University of Florida administration, Extension staff, the public and other agencies. Extension programming in St. Lucie County is a cooperative undertaking between the County and the Institute of Food and Agricultural Sciences at the University of Florida. As such both partners are involved in the supervision of the office and contribute to the salary and support resources. Extension is well integrated in the St. Lucie County Government structure and operates at the department level.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near and far vision and good hearing. Periodic walking and standing. Ability to lift occasionally 30 pounds. Ability to operate County automobile continuously for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Nearly constant work inside the office in a sedentary posture. Periodic meetings with departmental staff. Periodic attendance at meetings inside and outside the County office buildings.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: A bachelor's degree in Economics, Finance, Public Administration, Family and Consumer Sciences, or related field is required, master's degree is preferred.

EXPERIENCE: Education, teaching or management experience is preferred. Experience in financial planning and working with local, state and federal agencies is preferred.

LICENSES, CERTIFICATION OR REGISTRATION: Valid Florida License is required.